Guide to completing the CSPEC
Cost/Schedule Performance Evaluation Criteria

Input Data

PROJECT NAME: (self explanatory)

OWNING AGENCY: The customer agency for the project, generally the funding source

TOTAL BUDGET ($K): Total estimated project cost, including the estimated cost of the time of state employees, in thousands of dollars

START DATE: The date that work on the project starts

END DATE: The estimated final completion date

DURATION (months): The total duration of the project in months, rounded up to the nearest whole month

DATE OF THIS REPORT: (self explanatory)

MONTHS ELAPSED: The number of months elapsed since the project started, rounded up to the nearest whole month

% OF TIME ELAPSED: (**calculated for you)** The total number of months elapsed so far divided by the total duration of the project in months

PREPARED BY: The name of the individual preparing the status report

ACTUAL % COMPLETE: The estimated overall level of completion of the project as of the date of the report

SCHEDULED % COMPLETE: (**calculated for you**) The default for this is the % of time elapsed A different pattern can be used if it is planned out month-by-month when the project is started or re-baselined.

BCWP ($K): BUDGETED COST OF WORK PERFORMED: (**calculated for you)** The default for this is to apply the estimated % complete to the total project budget Example: a project with a budget of $1000K that is 30% complete has a BCWP of $300K.

A different pattern can be used if it is planned out month-by-month when the project is started or re-baselined.

ACTUAL COST ITD ($K): The total cost expended on the project Inception - To Date, including the cost of state employee's time.

Status

SCHEDULE VARIANCE (%): ((%comp - sched % comp)/ scheduled % com) (**calculated for you)** This expresses the schedule condition of the project as a percentage for easy comparison. A negative variance means the project is behind schedule.

COST VARIANCE (%): (BCWP - Actual Cost ITD)/BCWP (**calculated for you)** This expresses the cost/budget condition of the project as a percentage for easy comparison. A negative variance means the project is over budget.